



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: School Administrators

FROM: Stan Johnson

DATE: September 15, 2006

RE: MAP Data Corrections and Appeals

This message is intended to clarify the types of correction and appeal opportunities that exist and the timelines and procedures for each.

1. Appeal for rescoring or investigating an LND through CTB/McGraw-Hill

DEADLINE: October 31, 2006

1. Appeals must be received by CTB/McGraw-Hill from the district no later than **October 31, 2006**. Appeals will be processed in the order they are received. Appeals received after the deadline will not be processed.
2. The school district superintendent or designee must submit a written request describing the reason for appealing an Individual Student Report. The written request must include a compelling reason for the appeal and be submitted with the appeals fax form. To obtain a copy of the fax form, please visit the DESE website at: <http://dese.mo.gov/divimprove/sia/dar/appealsprocedures.html>. All the necessary information on the fax form should be filled out. Incomplete forms delay the processing of appeals.
3. Appeals must be faxed to CTB using the **Appeals Fax Line 1-866-405-4086**.
4. For appeals of students' MAP scores, CTB/McGraw-Hill will provide letters regarding the scoring results by November 22, 2006. For requests to re-score LND cases, CTB/McGraw-Hill also will provide letters by November 22, 2006. These letters will confirm the completion of the score verification process and indicate whether the achievement level changed or remained the same.
5. Updated Individual Student Reports will be sent in the event that a student's LND designation is reversed (i.e., test was taken in ink or test was unintentionally invalidated).
6. The Individual Student Report is the only report that may be appealed. Summary reports will not be regenerated to accommodate changed student scores. CTB/McGraw-Hill will submit a data tape to the Department of Elementary and Secondary Education with any changes that may occur as a result of the appeals process.
7. If you have questions regarding the appeals process, please contact CTB's MAP Customer Service Staff (phone 1-800-544-9868 or email MAPhelpdesk@ctb.com).

2. Student demographic corrections through DESE Website

TIMELINE: September 18 to October 20, 2006

Changes to student demographic data will be made this year through the MOSIS precode system. The Web application to make these corrections can be found at: <https://k12apps.dese.mo.gov/webapps/logon.asp>. Click on the MOSIS link, then click on "MAP Student Demographic Update." Corrections are limited to those fields reported via the Student Information Sheet (SIS) on the inside front cover of the MAP test booklet. Within the precode system, districts can make both online edits for individual students as well as "batch" or group edits on reoccurring issues. This login process is limited to the person within the district that was granted access at the district-wide level for administrative purposes within the MOSIS system used for precoding. Detailed instructions for the student demographic update process can be found at <http://dese.mo.gov/MOSIS/>. We recommend districts begin the correction process early in the window, to allow time for any questions or clarifications to the process or system prior to the October 20th deadline. Please remember to certify the final submission when all corrections and identified errors have been completed.

If you have any questions about the process, please contact the Data Analysis and Reporting Section at 573-751-6849.

3. Other data changes

TIMELINE: September 18 to October 20, 2006

Any MAP data changes that cannot be made via one of the two processes outlined above should be requested in writing to the Department. The written request must be made by the superintendent on district letterhead. The request should include an explanation of the requested change and identifying information for each student (name, date of birth, content, grade level, MOSIS id number, student element number, etc.). Requests should be sent to the Data Analysis and Reporting section, Attention: Dr. Andrea Wood, P.O. Box 480, Jefferson City, MO 65102-0480. Requests include, but are not limited to, the following examples:

1. Level Not Determined (LND) removal due to student transfer or withdrawal during the test administration
2. LND removal due to student identified as "NO NAME" and all district students have been accounted for
3. LND removal due to duplicate records
4. Student score reported to the incorrect building
5. Reversal of invalidations due to the bubble being marked declaring accommodations that were not administered.

If you have questions about the appeals/corrections outlined above, please call the Data Analysis and Reporting section at 573-751-6849.

c: Test Coordinators
Assessment Contacts
MOSIS Contacts